ELWOOD ORDNANCE PLANT

EMPLOYEE'S HANDBOOK

SANDERSON & PORTER

APRIL 1, 1943

ELWOOD ORDNANCE PLANT

EMPLOYEE'S HANDBOOK

Received this _____ *day of* _____,

19___ Elwood Ordnance Plant Employee's Handbook

_____

EMPLOYEE'S SIGNATURE

CLOCK NO. _____

Elwood Ordnance Plant

EMPLOYEE'S HANDBOOK

SANDERSON & PORTER

APRIL 1, 1943

CONTENTS

Subject	Page
Elwood Ordnance Plant	4
Manager of Operations	5
Badge	5
Time Card	6
Regulations	7
Safety	9
Guards	9
Injuries and Sickness	10
Automobiles	10
Cafeteria	11
Employee Welfare Activities	11
Bombshell	12
Personnel Department	13
Pay Day	14
Absence From Work	14
Leave of Absence	16
Hours of Work	16
Work to Win	17
Suggestions	17
Union Agreement	18
Grievances	19
Seniority Procedure	22
Grievance Committee and Procedure	28

PART I.

FOREWORD

The purpose of this handbook is to acquaint the employees of the Elwood Ordnance Plant with some of the more general Plant Regulations.

Name_____

Address_____

_____

The Superintendent of your Group is_____

_____

You may be reached in an emergency only through your Group Superintendent by telephone.

ELWOOD ORDNANCE PLANT

The Elwood Ordnance Plant is a Government-owned plant, designed, constructed and being operated by Sanderson & Porter, for the loading of munitions for the armed forces of the United States.

MANAGER OF OPERATIONS

Mr. W. E. Canniff is Operating. Manager for Sanderson and Porter.

BADGE

You have been assigned a payroll number which has been incorporated with your picture into the badge of your Group. This badge is the property of the United States of America, and must be carefully preserved against loss, mutilation or destruction.

If you lose your badge, you will be charged $2.00 for a replacement badge; if you find and turn in your original badge a refund of $1.00 will be made. The loss must be reported promptly to your Superintendent. If you lose a second badge, you will again have to pay $2.00 for another, and if you lose a third badge, you will be subject to immediate dismissal.

You must wear your badge on your outer clothing where it can be plainly seen, at all times within the Plant area.

If you leave your badge at home, you must report to the guard at the gate where you usually enter the plant, and he will contact

your superintendent for permission for you to go to work.

TIME CARD

Employees at this Plant are provided with individual time cards as a means of recording actual hours worked by each employee daily and weekly.

These cards will be kept in the card rack of your clockhouse.

The time card is the only official record of time worked and is the sole basis for computation of your pay check. Failure to ring your own card will mean loss of pay.

Anyone who punches a time card other than his own will be considered guilty of fraud unless he is proved innocent. An employee who mistakenly rings another card than his own must report it immediately to his Superintendent. Do not wait until payday.

You will be furnished with a new time card at the beginning of each week.

Our payroll week begins Saturday night at midnight.

You must be prepared to commence your assigned duties before you punch your time card at the beginning of your shift.

If you have any questions about your time or time card, consult your timekeeper or Superintendent.

REGULATIONS

All employees are subject to the following general regulations; violations may result in immediate dismissal or suspension:

Frequent tardiness will not be tolerated.

Frequent absenteeism will result in loss of seniority rights, and may result in discharge or suspension.

Smoking is permitted only in certain specified locations at designated times.

Speed limits within the Plant Area are clearly shown by prominently posted signs.

Carrying matches within a restricted area is prohibited.

Penalties for violation are:

New Employees (Up to 1 week)

1st offense—Severe reprimand.

2nd offense—Dismissal.

Old Employees

1st offense—Suspension for five working days

2nd offense—Dismissal

Possession of strike-anywhere matches will result in immediate discharge.

In any case where the first offense indicates sign of the employee's intention to violate the Plant Regulations, he will be dismissed.

Carrying firearms, ammunition, cameras or intoxicating liquors into the reservation is prohibited, and will result in detention by the guards pending investigation and disposition of your case.

Employees will not be permitted on the reservation in an intoxicated condition.

Practical jokes and other horseplay or fighting will not be tolerated.

No one is permitted to leave his work or his Group without permission.

Running may cause confusion and injuries, and it is requested that you walk while on the job.

SAFETY

If you work in certain explosives areas as designated by your Superintendent, you will be furnished safety shoes which must be worn at all times while at work.

Employees of designated areas have the privilege of purchasing safety shoes at reduced prices. Consult your Superintendent for information.

You will be instructed by your foreman or Superintendent what to do in case of an emergency, and you must obey those instructions, and other established rules and regulations.

When you were hired, you were given a safety manual containing safety rules and regulations prevailing throughout the Plant. You must familiarize yourself with this manual and follow instructions contained therein.

Safety rules and regulations have been devised and established for your personal protection as well as for the safe operation of the Plant.

GUARDS

It is the duty of the guards to enforce all protective measures and rules, and they are au-

thorized to detain any person for search and questioning or apprehend any violator pending investigation for disposition. You must co-operate with the guards fully.

INJURIES AND SICKNESS

Elwood Ordnance Plant employees are provided with modern complete medical and hospital facilities. The main hospital is located in Group 60, and is equipped to handle both first aid and emergency cases. In addition, there are first aid stations located in each operating Group for treatment of minor injuries on the job. It is requested that you make full use of the medical services provided and report promptly to your Superintendent any injury or illness, however slight.

If you become sick while off the Plant report your illness to your Superintendent, who will advise the Personnel Department.

AUTOMOBILES

If you drive your own car to work, take it to the Guard Headquarters with your automobile registration certificate and you will be given a windshield sticker which will permit you to

park in the parking lot of your Group, outside the Group fence.

If you wish to apply for gasoline or for tires, obtain the proper application from your local rationing board. After you have filled out the application, bring it to the Labor-Management Committee in the Administration Building at Group 60 and the Committee will, if your application is in order and circumstances warrant it, certify your need to the rationing board on the application. Rationing Boards will not honor application from employees of the Elwood Ordnance Plant without the certification mentioned.

CAFETERIA

A large and well equipped cafeteria for the use of employees of the Plant is located in the Administration Area. Many employees prefer to carry lunches, and in many Groups, it will be necessary that you bring your lunch.

EMPLOYEE WELFARE ACTIVITIES

The Management has established the Employee's Service Committee, headed by Mr. John J. Cole, Comptroller, to handle employee welfare and recreational activities.

There is also an Employee's Activities Committee, members of which are employed in the different groups, which sponsors group activities and recreational and athletic programs.

In addition we have established a recreation department which fosters recreational programs the year around, including baseball, tennis, golf, bowling, and other forms of competitive sport, as well as dances, and similar entertainment. If you are interested in any competitive or group recreation, contact your Superintendent for details of the opportunities offered.

If you have any ideas on recreation which you think will be of benefit to you and the Group, pass them on to your foreman or the recreation department.

BOMBSHELL

Elwood Ordnance Plant publishes a Plant newspaper every other Friday, "The Bombshell." This newspaper is designed primarily to contain news of interest to all employees of the Plant and serves as an efficient medium for group expression. Any news you may have to offer will be welcomed, and should be prepared and handed in to the correspondent of the pa-

per for your Group, whose name and picture appears in each issue.

PERSONNEL DEPARTMENT

You were interviewed, employed, photographed, and fingerprinted by our Personnel Department. This Department keeps a complete record of your employment, including pay increases or decreases, and transfers from one classification to another. Should you be transferred from one wage classification to another, or from one Group to another, you must first notify your Superintendent who will refer you to the Personnel Department in order that your badge may be replaced by one to accord with your new job. Should you leave your employment and the reasons are known, they will be recorded and be available for reference as pertaining to your war record and your seniority.

It is, therefore, important that before leaving our employment, you discuss the reasons with your Superintendent and report to the Personnel Department to complete your record, even at some sacrifice of time; otherwise, it will be noted that you voluntarily left your

position as a war worker in time of war and without leave. Your part in the war effort is too important to have your record carry that notation.

It is essential that you notify the Personnel Department of any change in your address or name.

PAY DAY

Employees are paid each Thursday by check. It is recommended that you retain for your records the itemized statement of your earnings which is attached as a stub to your check. It will be necessary in preparing your income tax report.

If you lose your check, or it is stolen from you, report the loss promptly to your Superintendent and he will notify the paymaster. An effort will be made, with your cooperation, to insure issuance of a duplicate check.

ABSENCE FROM WORK

It is expected that there will be times when you will be unable to report for work, due to illness or emergency. If this happens, you should notify your superintendent immediately

by telephone, if possible, if not, by mail. By this notification and giving the reasons for your absence, you will protect yourself against a discharge for being absent without leave. Present practice is that if an employee is absent eight consecutive days without having notified his superintendent, he will be dropped from the payroll, and must then report to the Personnel Department before he can resume work. Such absence will destroy seniority rights.

Employees are asked to be regular in attendance. Your absence without advance notice means either that you expect someone else to fill your place in the organization by doing work assigned to you, or that production is slowed. We believe you are loyal to the armed forces and will not unavoidably impede the war effort. If you are absent because of illness, and if you have been separated from the payroll in the meantime, it will be advisable that you bring a doctor's statement to that effect to the Personnel Department before reporting for work.

LEAVE OF ABSENCE

Requests for a leave of absence should be handled through your Group Superintendent only. He will tell you whether or not it can be arranged and will notify the Personnel Department in writing as to the nature and extent of the leave.

HOURS OF WORK

Time and one-half compensation will be paid for work in excess of 40 hours per week or in excess of eight hours in any one day and on New Year's Day, Decoration Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, as prescribed by applicable laws and regulations.

At present there are three shifts on production: 7:30 A.M. to 3:30 P.M.; 3:30 P.M. to 11:30 P.M.; and 11:30 P.M. to 7:30 A.M. However, these hours are subject to change to meet operating requirements, and your hours of employment can be obtained from your timekeeper or Superintendent.

WORK TO WIN

By selecting you for employment at the Elwood Ordnance Plant, the management has expressed its trust in your loyalty to your country, your ability, your character and industry to put everything you have into your job to help win the war. Less than your best efforts will not beat Hitler or Hirohito.

SUGGESTIONS

If you have any suggestions, ideas or improvements which you think may benefit our war effort, present them in writing to your Group Superintendent who will make certain that they are forwarded for proper consideration.

PART II.

UNION AGREEMENT

For Certain Laborers and Mechanics Only

Sanderson & Porter has entered into a Union Agreement with the Metal Trades Department of American Federation of Labor, which, pursuant to an election held on January 23, 1942, was designated the sole and exclusive bargaining representative of all production and maintenance employees at the Elwood Ordnance Plant including maintenance laborers, but excluding supervisors, foremen, timekeepers, material checkers, inspectors, office and clerical employees, nurses, guards, fire fighters, train crews, dispatchers and switchmen. Under terms of the Agreement there shall be no discrimination by the Company in the employment of workers at the Plant because of membership or non-membership in any labor organization.

It is stipulated that there shall be no solicitation of membership or other activity on Company time or on Government property, except for purposes of bona fide negotiations with

the Company or handling of grievances. It is further stated in the Agreement that seniority shall be a determining factor in matters affecting layoff or re-employment, transfers, demotions and promotions only if other factors of ability and aptitude are equal.

Seniority as to length of service is cumulative from the date of employment. Seniority is not acquired until employment at the Plant totals three months at which time it shall date back to the date of employment.

There is a grievance committee established in each group composed of employees of the Company within the Bargaining Unit for the handling of grievances. Any complaint or grievance in connection with employment or working conditions shall be submitted to the foreman or Group Superintendent who will promptly consider and decide the complaint. If the decision rendered is not satisfactory, the grievance must be submitted in writing to the grievance committee for the Group, who shall in turn take the matter up with the Group Superintendent who will act to adjust the same. If not then settled to the satisfaction of the Grievance Committee the Committee shall then

present the matter to the Manager of Operations of the Company or his designated representative for adjustment. If a satisfactory settlement is not arrived at between the Manager of Operations of the Company or his designated representative, and the Grievance Committee within a reasonable time, the International Representative of the Union will be called in by the Grievance Committee to assist in a settlement. If a satisfactory settlement is not then arrived at between the Manager of Operations of the Company, or his designated representative, and the Grievance Committee, it shall be presented to an Adjustment Committee. It is agreed that employees in the Bargaining Unit shall present such grievances to the Company exclusively in the manner described above.

The Company shall have the right to discharge any employee for cause, but the employee discharged shall have recourse to the grievance procedure provided for above unless his discharge is directed in writing by the Contracting Officer, or his duly authorized representative, under the Government Contract.

If an employee is required, temporarily, to work more than three work days on a job

which receives a rate of pay higher than the normal rate, he will be paid the higher rate after three days. If an employee is required temporarily to work on a job that requires a lower rate of pay than the normal job, he will receive the normal rate, provided the time worked on the lower rate does not exceed three work days.

PART III.

SENIORITY PROCEDURE

I

Seniority shall be established on a Group basis (except where special training and experience is required) in the case of all production employees at the Elwood Ordnance Plant. Seniority with respect to maintenance employees, including laborers, wherever they may be employed, shall be on a Plant-wide basis by craft.

All applicants for employment by the Company at the Elwood Ordnance Plant are subject to physical examination by the Company's doctors before employment and possible rejection for physical disabilities.

The following conditions shall apply equally to production employees and maintenance employees:

a. **Establishment of Seniority**

Seniority as to length of service shall date from the date employee is hired by

the Company and assigned to a production group or the Utilities Department. Seniority shall be acquired when an employee has been employed three months and seniority shall then date back to date of employment. If an employee is transferred to another group because of the needs of plant operations, his seniority rights will be maintained; otherwise seniority rights will be broken.

b. **Seniority Lists**

As soon as possible, but within sixty days from the date hereof, the Company will prepare for each Group and craft seniority lists showing the following:

1. Seniority rank number.
2. Name of employee.
3. Payroll number of employee.
4. Date employee was hired.

Every three months thereafter the Company will revise and bring up to date the seniority list. Until this is done, the previous seniority list shall prevail and be accepted.

c. Seniority shall be determined on the basis of length of service and the first man now on the payroll of the Company within a group or craft shall have the highest seniority rating, subject to conditions noted herein.

d. Seniority shall be on a Group basis in the case of production employees, but each Group listed in Section II below shall be divided into job classifications. Thus, an employee hired as labor, Class 4, in a Group will receive his Seniority rank after three months employment according to the date of employment in that Group; upon his promotion to a classification carrying a higher rate of pay, he will maintain his seniority rating as labor, Class 4, but he will rank at the foot of the list of employees in the higher classification. Should he revert to his former classification, he will be placed in the rank he formerly had.

e. **Loss of Seniority**

Seniority shall be broken for the following reasons:

1. Discharge from the work for cause, which may include absence without leave for more than seven days without reporting and giving a satisfactory reason.
2. Discharge because of irregular attendance.
3. Absence due to illness or with written leave of absence extending over a period of three months.
4. Resignation.
5. New employees, and those hired after a break in continuity of service will be regarded as probationary employees for the first three months of their employment. Probationary employees may be laid off or discharged as determined exclusively by the management.
6. If any employee is laid off through no fault of his own, his name shall remain on the seniority list on which it last appeared for a period of five days after he is advised to

report for rehire. If he is not re-employed within three months time, however, his seniority rights shall be terminated and his name removed from the list.

f. Seniority of the Utilities Department in the skilled crafts shall be on a Plant-wide basis by craft. Laborers in the Utilities Department will acquire seniority within that Department.

II

Groups For the purposes of this procedure the following shall be the groups within which seniority shall prevail on a Group basis (with the exception noted in Section I):

Group 1	Group 3-A	Group 6
Group 2	Group 4	Group 7
Group 3	Group 5	Group 8

Group 9	Group 27	Inert Components Department
Group 45	Group 62-N	
Group 61	Group 62-S	

Group 63 Group 64 Group 65 Group 66 Group 66-A Group 68	}	High Explosive Storage Area

III

It is agreed that any matter concerning seniority not covered herein or concerning which there is a complaint, will be subject to adjustment through the normal adjustment procedures.

PART IV.

GRIEVANCE COMMITTEE AND PROCEDURE

I

There will be established in each individual production group as listed in Section II of Seniority Procedure, a Grievance Committee composed of two employees of the Company (within the Bargaining Unit) selected by the Union.

II

With regard to employees of the Utilities Department, for the purposes of grievance procedures only, the following shall be considered the divisions or groups within which separate grievance committees shall be established composed as in Section I above:

Grievance Committee Number

1. Labor Pool

   Fence patrol and maintenance
   Fuel yard

Sidewalks—gravel and cinders
Salvage Yard—Utilities
Furnish labor and transportation
Lumber Yard, Group 70
Dunnage and Salvage, Group 70
Maintenance Plant Wide

2. Boiler Houses
3. Garage, Group 70
Garage, Group 73
4. Blacksmith Shop, Group 70
5. Tin Shop, Group 70
6. Pipe Shop, Group 70
7. Round House, Group 70
8. Machine Shop, Group 70
9. Laundry, Group 70
10. Truck Dispatching, Group 73
General Truck Assignment
Explosive Truck Assignment
Garbage Truck Assignment
Group Clean-up Truck Assignment
Bus Transportation
Bus Dispatchers
Bus Drivers

11. Car Loading, Groups 1, 2, 3, 3A, 63, 64, 65, 66, 66A, 68
    Carpenter Shop, Group 70
    Locksmith and Hardware, Group 70
12. Paint Shop, Group 73
13. Electric Shop, Group 70
    Maintenance, Diesel Locomotives
    Maintenance, Plant Wide
    Telephone System, Group 60
    Radio Shop
14. Electric Power Lines
    Shop, Group 70
    Pole Yard
15. Water Division
    Softening Plant, Group 23
    Wells
    Pipe Lines
    Kemery Dam, Group 23
    Material Yard
16. Sewage Division
    Disposal Plant, Group 23
    Sewage Pumping Stations
    Material Yard, Group 23
    Pipe Lines
    Sanitary Toilets

17. Building Maintenance
    (Steel, Concrete, Brick, and Cement Finishing)
18. Earth Moving Equipment
    Major maintenance
    Roads and Parking Lots, Maintenance
    Railway Maintenance
    Material Yard
    Section House, Group 23
    Maintenance of Bridges, Group 70
    Maintenance of Cars, Group 70
19. Groundskeeping, Group 71
20. Car Pool
21. Group 63
22. Group 64
23. Group 65
24. Group 66
25. Group 66-A
26. Group 68

III

It is agreed that any matter concerning grievance procedure or committees not covered herein or concerning which there is a complaint, will be subject to adjustment through the normal adjustment procedures.

2009.27.1